



This report is authorized by law 29 U.S.C. 2. Your cooperation is needed to make the results of this survey comprehensive, accurate, and timely. The Bureau of Labor Statistics and the State Agency collecting this information will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law.

Form Approved
O.M.B. No. 1220-0011

Report Number	Industry	We estimate that it will take an average of 5 minutes to complete this form each month including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspect of this survey, send them to the Bureau of Labor Statistics, Division of Monthly Industry Employment Statistics (1220-0011), 2 Massachusetts Avenue, NE, Washington, DC 20212. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.
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For Location:

Please retain for your records

: 1-

A. Contact person, in case of questions: Your Name	Title	Phone Number	FAX Number	E-mail Address
B. The units covered by this report are: <input type="checkbox"/> Federal government <input type="checkbox"/> State government <input type="checkbox"/> Local government				
C. Please check all that apply: Employees are paid <input type="checkbox"/> each week <input type="checkbox"/> every 2 weeks <input type="checkbox"/> twice a month <input type="checkbox"/> once a month <input type="checkbox"/> other, specify: _____				

D. Please complete columns 1 and 2.

Reference Period	(1) All employees: Report the number of paid employees who worked during or received pay for any part of the pay period that includes the 12th of the month	(2) Women Employees: Report the number of employees from column 1 who are women	(3) C o m m o n e d n e t
12=DEC			
01=JAN			
02=FEB			
03=MAR			
04=APR			
05=MAY			
06=JUN			
07=JUL			
08=AUG			
09=SEP			
10=OCT			
11=NOV			
12=DEC			

Complete this form for the pay period(s) that include(s) the 12th day of the month.

If (one of) your pay period(s) is Monday through Friday, and the 12th falls on a Saturday, report for the week of the 6th through the 12th. For a Monday-Friday payroll period, when the 12th falls on a Sunday, report for the week of the 12th through the 18th.

Column 1 All employees:

Enter the total number of person who worked full- or part-time for received pay for any part of the pay period including the 12th of the month.

Include in "All Employees:"
elected officials
appointed officials
* persons on paid vacation
persons on paid sick leave
persons on other paid leave
part-time employees
trainees

Exclude from "All Employees:"

pensioners
Institution inmates
outside contractors and their employees
employees of the state and local school system
persons on strike the entire pay period

* persons on leave without pay the entire pay period
armed forces personnel on active duty the entire pay period.

Column 2 Women Employees

Enter the number of employees from Column 1 who are women.

COMMON REPORTING ADJUSTMENTS:
Please pay special attention to items marked with an asterisk (*).

E. Please report comments on significant changes in your employment on the back. Also list the corresponding comment code in column 3.

E. Your Comments. Enter below the main factors responsible for significant month-to-month changes in this report. Examples are: seasonal increase, additional workers for registration or election, weather, flood, fire.	Seasonal Increase = 01	Seasonal Decrease = 02	Short term/specific project starting = 05	Short term business project completed = 06	Layoff = 07	Strike, lockout, or other labor dispute = 08	Internal reorganization; employment decrease = 12	Internal reorganization; employment increase = 13	Employment returns to normal = 19	Adverse weather conditions = 50	Return following adverse weather = 55	Please write any other comments here. Your comments are important and are used to understand the economic meaning of the data
JAN												
FEB												
MAR												
APR												
MAY												
JUN												
JUL												
AUG												
SEP												
OCT												
NOV												
DEC												